



## **Upward Bound Programs Staff**

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**Upward Bound Piner**

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<https://precollegiate.sonoma.edu/>

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Students are in the Upward Bound Programs because they want to attend the 4-year college of their choice directly after high school. This program is an exceptional opportunity for them to develop their potential, and the program hopes all students take full advantage of it. The following rules are necessary to ensure an orderly atmosphere in which educational work is conducted and personal growth enhanced. These rules are reasonable, fair, and non-negotiable.

### Spirit of Upward Bound Programs

More important than the regulations, however, is the spirit of Upward Bound. It is a spirit of **friendship, cooperation, respect, and support** for one another. It is a spirit of **honesty, dedication, and learning**. This is our program. **We are Upward Bound**. If all of us do our best, all of us will succeed.

### Discipline

The Disciplinary Code of the Upward Bound Programs sets the expectations for students' behavior. This code is in accordance with policies and procedures of Sonoma State University's Upward Bound Program. **Repeated offenses, particularly of the same nature, will result in expulsion.** The following expectations will be enforced:

Students are responsible for controlling their actions and acting appropriately according to the expectations provided in this handbook. Teachers are responsible for the discipline of their classes. The Program Director is responsible for addressing students with extreme disciplinary problems such as disrespect, drugs, disturbances in the classroom or other campus areas, and all other program events. All applicable expectations are to be followed on all program events/transportation (busses) as well as field trips.

## Student Guidelines

### 1. Academic Requirements

- Upward Bound requires students to enroll in college preparatory courses throughout high school (A-G courses). College preparatory classes are required courses needed for admission to a college/university, thus ensuring successful college preparation for students.

Students are expected to take A-G courses, completing each with a grade of “**B**” or better:

#### College Admission Requirements ~ Grades 9<sup>th</sup> – 12<sup>th</sup>

English	4 Years	College Prep English
Mathematics	3+ Years	Algebra 1, Geometry, Algebra 2, PreCalculus, etc.
Science	2+ Years	Biology, Chemistry, Physics, etc.
Social Science	2 Years	World History, U.S. History
Foreign Language	2+ Years	(Same Language)
Visual/Performing Arts	1 Year	Art, Dance, Drama, Music, etc.
A-G Elective	1 Year	College Prep Elective

- ♦ PSAT taken in 10<sup>th</sup> grade (if possible) and again in 11<sup>th</sup> grade
- ♦ SAT and ACT taken in Spring of 11<sup>th</sup> grade, with at least one other repetition by December of 12<sup>th</sup> grade
- Not only is it important to enroll in college preparatory courses, it is also essential to understand the course content. Grades are often indicators of a student’s degree of understanding and abilities; therefore, students are expected to maintain a commitment to academic excellence.
- For any courses listed above in which a student earns a **D** or an **F**, the course must be repeated or validated.

### 2. Participation

Students are required to attend all scheduled Upward Bound workshops, Summer and school day sessions, outreach meetings, and program events.

- ♦ Summer Academy and School Day  
Students are expected to attend all dates of Summer Academy and all school day classes. All absences require prior approval through submission of an Absence Request Form, and all absences require a signed note from parents.

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### 2. Participation (continued)

- ♦ Workshops, Outreach Meetings, and Program Events

Students are expected to attend all relevant workshops, outreach meetings, and events. Any expected absence must be communicated to the Upward Bound Piner staff prior to a workshop, meeting, or program event.

Students are required to submit all relevant documents, which include permission slips, semester grades, and progress reports.

- ♦ Progress Reports

All students are required to submit monthly progress reports during the academic year. Progress Reports must be completed by public school teachers, reviewed by parent(s)/guardian(s), and submitted to Upward Bound by the deadline.

Lack of participation may result in dismissal from the program. While participating in activities at Sonoma State University, all students must remain on campus at all times.

Please note, in order to comply with federal requirements from the Department of Education, all participants enrolled in Upward Bound are tracked from the time of their respective project entry date, throughout high school, and six years thereafter. As such, any student requesting to exit from the Upward Bound program is still responsible for providing any academic-related, follow-up information required by the program.

### 3. Behavior

The California Administrative Code, Title V, Section 41301, states that a student may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes:

1. Obstruction or disruption, on or off campus, of the campus educational process, administrative process, or other campus function.
2. Physical abuse on or off campus property, to any persons of the campus community or their family member(s), or threat of such abuse.
3. Theft of, or non-accidental damage to, campus property or property in the possession of, or owned by, a member of the campus community.
4. Unauthorized entry, use, or misuse of campus property/facilities (including unsupervised use of computer labs).
5. The sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics on campus property as stated in California Statutes.
6. Possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function.

### 3. Behavior (continued)

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7. Engaging in lewd, indecent behavior on campus property or at a campus event.
8. Abusive behavior directed toward a member of the campus community.
9. Violation of any order of a campus president, including, but not limited to: use or possession of marijuana, gambling, and the residence hall alcohol policy (the possession and consumption of alcohol restricted to persons 21 years of age and over).
10. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to Section 41301.

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**Appeal Process**

Consequences received from violating any of the above Upward Bound Program/University rules, including program expulsion, may be appealed in writing within seven (7) days from the expulsion date to the Director of Upward Bound Programs. Program reinstatement is at the sole discretion of the Director of Upward Bound Programs.

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## **GENERAL INFORMATION**

### **Bus Transportation**

Bus transportation will be provided for the Upward Bound Program participants to attend Summer Academy sessions. Please have your student arrive at the bus site at least 10 minutes prior to pick up and allow for a 10-minute delay. If the bus does not show up, have your student contact his/her Upward Bound advisor immediately for instructions. The program will not be liable for reimbursement to parents for driving their students to SSU or providing bus fare. The program is not liable for your student's decision not to take the parental-approved method of transportation. We discourage students from driving other students home. Due to liability, we will not approve these transportation requests. However, if you denote your student will be picked up, the driver must be 18 years old or older.

**Unless otherwise stated, the Ives parking lot (Parking Lot E) is the designated drop-off/pick-up location for Summer Academy and field trips. If students must take another bus, please notify staff immediately as we are responsible for their whereabouts at all times.**

### **Field Trips**

All rules governing student behavior apply during field trips. If a student signs up for a field trip but does not attend and the reason for missing is not excused, he or she is **ineligible** for the next field trip. Parents/Guardians are responsible for dropping off and picking up their student from the designated bus stop. Permission slips are required for all field trips.

### **Summer Academy Classes**

Summer Academy classes will be held on the campus of Sonoma State University. Schedules will be handed out to students during the New Student Orientation or on the first day of classes. Please be considerate and keep noise down when going to class or changing rooms. Remember, other individuals, both students and university employees, are occupying these buildings as well. Students must remain **on campus** at all times. Any unauthorized absence from the campus will result in program expulsion.

### **Class Attendance is Mandatory**

Cutting class or excessive absences and tardiness are grounds for immediate suspension or expulsion. Students who are sick will be taken home by their parents or to the hospital. Students with four (4) or more absences, whether **excused** or **unexcused**, will not be eligible for a letter grade; they will receive credit or no credit for that course. Requests for schedule changes are at the discretion of the Program Director. No class changes are made after the first week of the program.

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### **Classroom and Attendance Expectations**

1. Students must bring necessary supplies to class daily (e.g., notebook, paper, pen, pencil, calculator, books, and completed homework/assignments).
2. All students must be seated in their assigned seats (or within the first few rows if not assigned) with their materials out and ready to start class at the beginning of the class period. NO EXCEPTIONS.
3. Complete all homework/class work assigned by your instructors, program staff, or tutors on time.
4. Students are expected to enter classrooms and computer labs only during designated times with supervision from an instructor, program staff member, or teaching assistant/mentor.
5. No food or beverages are allowed in classrooms or computer labs.
6. Cell phones must be off during class time.

### **Library**

Identification Cards are for individual student use and provide students with access to SSU's 24-hour computer lab and library resources, including checking out materials. Students are responsible for fees charged for the late return of materials and/or replacement costs for lost or damaged materials borrowed from the library.

### **Meals**

1. Free lunch is provided daily.
2. Students must be present for all meals.

### **Visitors**

1. Due to academic disruption, liability, and safety of students, parents or guardians may not visit during the school day.
2. Parents and guardians are welcome to make an appointment to meet with program staff to discuss their student(s).
3. No outside visitors are allowed, including friends or relatives.
4. In the event of an emergency, please contact our office.

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### **Overnight Field Trips/Residential**

1. Rooms are assigned by gender; students will not be permitted to "switch" rooms or to alter the rooming assignments in any way.
2. Males are not allowed in female rooms; females are not allowed in male rooms for any reason.
3. Violation of program rules will result in the student being sent home at the parent/guardian's expense and may lead to expulsion from the program.

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### **Sonoma State University Regulations**

The California Code of Regulations, Title V, Section 41301, contains regulations, which apply to all students, whether they live on campus or off campus.

Violations of these University regulations include the following types of misconduct:

- ♦ Forgery, alteration, or misuse of campus documents, records, or identification or knowingly furnishing false information to campus.
- ♦ Misrepresentation of oneself or of an organization to be an agent of a campus.
- ♦ Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- ♦ Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- ♦ Theft of, or non-accidental damage to campus property or property in the possession of, or owned by, a member of the campus community.

### **Sonoma State University Regulations (continued)**

- ♦ Unauthorized entry into, unauthorized use of, or misuse of campus property.
- ♦ On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care or when lawfully permitted for the purpose of research, instruction, or analysis.
- ♦ Possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- ♦ Engaging in lewd, indecent, or obscene behavior on campus property or at a campus



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function.

- ♦ Abusive behavior directed toward, or hazing of, a member of the campus community.
- ♦ Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.
- ♦ Soliciting or assisting another to do any act that would subject a student to expulsion, suspension, or probation pursuant to this section.

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**DEVICE LOAN & USE AGREEMENT**

***I , the participant,***

1. have received the checked off device(s) and accessories listed on this agreement and understand they are for use on program days, at school and home. This equipment is, and at all times remains, the property of the SSU Upward Bound Programs (hereinafter SSU UB).
2. acknowledge and agree that my use of the device is a privilege.
3. understand that I will be held responsible for my behavior when using SSU UB equipment and networks.
4. understand that identification labels have been placed on the device and are not to be removed or modified. If they become damaged or missing, it is my responsibility to notify my Outreach Advisor or SSU UB staff.
5. understand that the SSU UB will not provide individual technical assistance with home Wi-Fi connections.
6. agree to keep a backup of any important school/program work (e.g. in their server account, on a flash drive, etc.) and understand that if I do not and the device becomes non-operational, I may lose my work.
7. understand that SSU UB shall not be responsible for any information/data that may be lost, damaged or stolen from the device.
8. will keep all accounts and passwords assigned to me secure, and not share these with any other person. I understand that SSU UB staff will not ask for my password information at any time.
9. will not give out personal information when using my device, unless authorized by my parent/guardian or SSU UB staff.
10. will abide by the policies set by my program, school, district or SSU when device is used on their networks.
11. will not remove programs, apps or files from my device without permission.
12. will abide by the SSU UB G-Suite for Education guidelines when using this device.
13. will not take photographs, video or audio recordings of other people without a their or UB Staff permission.
14. understand that the device is issued to me for use during my participation in the program. I agree to surrender the device and all assigned accessories in good condition to my Outreach Advisor or SSU UB staff: (1) if I withdraw from program; (2) if I am dropped from the program for any reason; (3) in the month of May of my Senior year in high school; (4) when it is requested by my program Outreach Advisor or SSU UB staff; (5) during device inspection days.
15. understand all material on the device is subject to review by SSU UB staff. If there is a police warrant, SSU UB will provide access to the device and network accounts associated with the participant's use of the device.
16. will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will transport the device in the provided case.

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17. understand that it is my responsibility to keep the device secured and protected at all times to minimize the chance of any unauthorized individual having access to the device or my personal information/data.
18. understand that the device shall not be left in my locker, other potentially non-safe areas or stored inside a vehicle where temperature extremes can damage the unit and/or its components.
19. will not attempt to repair the device if it is accidentally damaged while on loan to me. I will return the device to the appropriate SSU UB staff immediately. If available, I understand I will be provided a loaner device, while the device is being repaired.
20. am responsible for bringing a fully charged device and accessories to the program/school each program/school day, to use in my assigned classes.
21. will not make any attempt to add, delete access, or modify other users' accounts on the device or on any network device.
22. shall: (1) report the missing, lost or stolen device within 48 hours to my SSU UB staff; (2) a police report must be made by the family and a copy provided to SSU UB staff; (3) follow SSU UB loss reporting procedures; and (4) fully cooperate in the investigation process.
23. understand that the SSU UB network is provided for the academic use of all participants and staff. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network or device by installing or downloading unauthorized software, games, programs, files, electronic media, stand-alone applications from the Internet, or from any other sources.
24. understand that the device is to be used only for non-commercial, educational purposes, to support curricular assignments, projects, or research assigned by the program/school. This use shall be in accordance with program, school, local, state, federal and SSU policies or statutes.
25. understand that any prohibited, unauthorized or inappropriate use of the device may result in the loss of device privileges, disciplinary action and/or expulsion from the program. This includes but is not limited to using the device for personal gain or profit-making ventures, lobbying for any purpose, commercial endeavors, illegal purposes or activities, false identity in email communications, misrepresentation of SSU UB Programs, interference with UB Program technology operations, electronic chain letters, unsolicited electronic communications and disruption of electronic communications.

***We, both participant and parent,***

26. understand that SSU UB has the ability to remotely control access to each device. In the event of theft or loss, we will notify SSU UB staff immediately. We will make every effort to locate the device and to cooperate with authorities in tracking a stolen device. If available, the participant will be provided a daily loaner device during each day they attend program.

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27. **understand that in the event the device and/or accessory is unreturned, lost, vandalized, destroyed or stolen we will be responsible for the following replacement cost: Device Case \$39, Device charger \$30, Device \$400. We will reimburse SSU UB within thirty (30) days of receipt of invoice.**
28. understand that costs incurred due to vandalism that result in destruction of SSU UB equipment and/or accessories, will be our financial responsibility. This includes stickers, drawings, labels, tags or markings of any kind placed or embedded into the device/accessories
29. understand that SSU UB shall not be responsible for unauthorized financial obligations incurred by participants who use SSU UB equipment.
30. understand this device has been setup for and is intended to be used by only the participant it has been assigned to. The participant agrees to let no other person use this device. (NOTE: Parents are permitted to monitor their participant's activity on the device and to provide supervision.)
31. agree to indemnify, defend and hold harmless SSU UB and its affiliates, directors, trustees, officers, agents and employees against all claims, demands, damages, costs, expense of whatever nature, including court costs and reasonable attorney's fees, arising out of or resulting from Parent/Participant's sole negligence, or in proportion to the Parent/Participant's comparative fault.

***I, as the parent/guardian,***

32. will discuss my family's expectations regarding the use of the Internet at home and understand that I am exclusively responsible for monitoring my child's use of the Internet and SSU UB network when accessed from home or a non-program/school location.
33. will not allow my child to leave the device in a vehicle for extended periods of time and ensure that my child will carry device in the case provided.

***If, both participant and parent,*** have signed the Sonoma State University Upward Bound Programs Participant Device Loan & Use Agreement, please note that this agreement will be kept on file for use throughout your participation in the Upward Bound Program. You can go to the website links below to view the updated policies.

- ♦ SSU Policies - <http://it.sonoma.edu/security>
- ♦ UB Policies- <https://precollegiate.sonoma.edu/> select your program in the left menu bar and select News & Information.

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**G-SUITE AGREEMENT**

The SSU Upward Bound Programs (hereinafter SSU UB) are pleased to offer G-Suite service for participants in grades 9-12. G-Suite service is entirely online and available 24/7 from any Internet connected device. The suite of applications allows participants to create, edit, collaborate in real-time, peer review, store and share files only between participants and teachers within the Upward Bound programs. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum.

The SSU Upward Bound Programs require parental/guardian consent to allow their participant to participate in the G-Suite service. This permission form describes the tools and responsibilities for using these applications.

G-Suite is configured as a self--contained environment maintained by Google Cloud and managed by the Program Technology Coordinator. Upon approval, participants will receive a G-Suite participant account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**All participants in the SSU Upward Bound Programs will have access to the following applications:**

- ♦ Google Drive - unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- ♦ Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- ♦ Email (Restricted) – participants will only be able to use their email address to communicate with their classroom teacher.
- ♦ Classroom: Classroom is designed to help teachers create, distribute and collect assignments paperlessly. It also creates Drive folders for each assignment to help keep everyone organized.
- ♦ Selected Apps: Selected apps (safe and appropriate) will be available to participants when requested by teachers.

**The following applications are disabled for all participants:**

- ♦ Google Hangout/Talk - Instant Messaging and Video Teleconferencing tool not enabled for participants.
- ♦ Google+ - Social Media and additional Collaboration Applications, not enabled for participants.
- ♦ YouTube unless necessary for class.

**PARTICIPANT RESPONSIBILITY**

Along with opportunity comes responsibility. Participant use of G-Suite follows the expectations and disciplinary action outlined in the SSU Upward Bound Programs Policies. Although the applications can be accessed outside of the program, any use of the account on

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the program domain (ssuprecollege.org) is bound by the same rules and guidelines as used during program's network. The participant's G-Suite account must always be used for educational purposes just as if the participant were in school. Participants have no expectation of privacy on the G-Suite system.

### PARENT/GUARDIAN RESPONSIBILITY

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their participant in adhering to the program policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G-Suite. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the program director.

### UPWARD BOUND RESPONSIBILITY

G-Suite participant accounts created by the school program will be managed based on parent/guardian permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In classrooms, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that participant use of digital tools follows the Program Acceptable Use and other Program Policies referenced above.

### ADDITIONAL INFORMATION

Additional Information on G-Suite for Education Privacy Notice can be found at [https://www.google.com/intl/en/work/apps/terms/education\\_privacy.html](https://www.google.com/intl/en/work/apps/terms/education_privacy.html) and FAQ can be found at <https://www.google.com/edu/trust/>.

### PROHIBITED CONDUCT

***Participant email and G-Suite account may not be used for:***

♦ Unlawful activities	♦ Commercial purposes
♦ Disruption of electronic communication	♦ False identity in email communications
♦ Misrepresentation of SSU Upward Bound Programs	♦ Interference with Upward Bound Program technology operations
♦ Electronic chain letters	♦ Unsolicited electronic communications
♦ Personal financial gain	♦

### INDEMNIFICATION

Parent/Participant agrees to indemnify, defend and hold harmless SSU UB and its affiliates, directors, trustees, officers, agents and employees against all claims, demands, damages, costs, expense of whatever nature, including court costs and reasonable attorney's fees, arising out of or resulting from Parent/Participant's sole negligence, or in proportion to the Parent/Participant's comparative fault.

### POLICIES

- ♦ **SSU Policies** - <http://it.sonoma.edu/security>
- ♦ **UB Policies** - <https://precollegiate.sonoma.edu/> select your program in the left menu bar and select News & Information.

# **Appendix**

- 1. Progress Report Form**
- 2. Summer Academy Absence Request Form**

# Sonoma State University Upward Bound Piner

Program: \_\_\_\_\_

## UPWARD BOUND PROGRAMS STUDENT PROGRESS REPORT

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Class Period:	0	1	2	3	4	5	6
Class:							
Approximate Grade to Date:	A B C D F	A B C D F	A B C D F	A B C D F	A B C D F	A B C D F	A B C D F
Is the student's behavior/attitude appropriate at all times?	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A
Does the student bring materials to class?	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A
Has the student completed all classwork assignments?	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
Has the student completed all homework assignments?	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A	YES NO N/A
Is the student putting forth effort in your class?	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
Teachers: Please note any missing assignments, behavior issues, and/or positive feedback in the comments section.	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:
TEACHER SIGNATURE:							

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- OFFICE USE ONLY -  
Group Number: \_\_\_\_\_ Reviewed by Outreach Advisor: \_\_\_\_\_

UPWARD BOUND PROGRAMS  
1801 E. Cotati Avenue – Rohnert Park, CA 94928 – 707.664.3273 – Fax 707.664.2886



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**Summer Academy Absence Request Form**

Name: \_\_\_\_\_ Program: \_\_\_\_\_ Grade: \_\_\_\_\_

I am requesting permission to participate in the following activity, which will require missing the following dates of the 2017 Summer Academy:

Activity: \_\_\_\_\_ Dates: \_\_\_\_\_

Please provide an explanation of the activity and the reason for requesting to attend:

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**If approved, below are the requirements that must be completed. Read and initial each item below:**

\_\_\_\_\_ I understand my request must be approved by the Director of Outreach Services prior to missing any program dates.

\_\_\_\_\_ I understand I must complete a project related to my alternate activity or assignments provided by my Outreach Advisor.

\_\_\_\_\_ I understand that participating in an alternate activity may make me ineligible to attend any Summer Academy field trips.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

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Official use only. Do not write below this line.

- ☐ Student is approved to miss \_\_\_\_\_ days of Summer Academy.
- ☐ Student is approved to participate in alternate activity in lieu of attending Summer Academy.
- ☐ Activity is not approved.

\_\_\_\_\_  
Director, Outreach Services